



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

December 1, 2009

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**APPROVE THE KENNETH HAHN HALL OF ADMINISTRATION
ROOM 866 REFURBISHMENT PROJECT (C.P. NO. 87080)
AND APPROVE PROJECT BUDGET
(SECOND DISTRICT) (3 VOTES)**

SUBJECT

Approve the refurbishment and reconfiguration of existing space within Room 866 of the Kenneth Hahn Hall of Administration.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the proposed project is categorically exempt under the California Environmental Quality Act Sections 15301 (a), and (d) of the State CEQA Guideline; and the revised County of Los Angeles Environmental Document Reporting Procedures and Guidelines Class 1 (d) adopted by your Board on November 17, 1987, because the project involves minor interior alterations of the building involving no or negligible expansion of an existing use.
2. Establish and approve Capital Project Number 87080 for Kenneth Hahn Hall of Administration Room 866 Refurbishment Project to refurbish and reconfigure existing offices, with a total budget of \$707,000.
3. Authorize Internal Services Department to deliver the project.

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

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PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will allow Internal Services Department (ISD) to implement the Kenneth Hahn Hall of Administration (KHHA) Room 866 Refurbishment project.

The proposed project consists of replacing carpet/floor tiles, ceilings, lighting, interior wood work, air conditioning retrofit, electrical and plumbing. The proposed project will be implemented through ISD in-house crafts and the Board-approved Job Order Contract (JOC) program. ISD in-house crafts will be replacing ceiling and lighting, painting, replacing carpet and tile, disconnecting and reconnecting power/voice/data line, replacing thermostats, ductwork/grills, demolition work and clean up. Job Order Contracting will refurbish interior wood work, window and wall treatments by replacing blind, curtain, and acoustic fabric panels; and will remove the existing kitchenette, and relocate plumbing and electrical lines for the kitchenette. The acquisition and installation of the modular and related office furniture will be purchased through ISD from an approved County agreement vendor separately, as it does not constitute a capital project. The proposed furniture will be funded from the Second District Discretionary Fund and is not part of the proposed project budget. The refurbishment project is anticipated to be completed in six months.

Sustainable Design Program

The proposed project will support your Board's Policy for Green Building/Sustainable Design Program (GB/SD) to the extent feasible by using building materials that are composed of recycled materials. The recycled demolition materials will include natural fibers from old carpet. The use of recycled building materials and modular furniture supports the GB/SD Policy by reducing the amount of demolition materials that would be disposed in landfills; reducing the production of synthetic materials that contribute to carbon emissions; and reducing the consumption of natural resources.

Implementation of Strategic Plan Goals

Approval of the recommended actions is consistent with the County's Strategic Plan Goals of Operational Effectiveness (Goal 1) by investing in public infrastructure.

FISCAL IMPACT/FINANCING

The estimated project cost is \$707,000, including base refurbishment/construction, contingency fund, County services, Civic Art fee and other related project costs. Sufficient appropriation is available for the proposed project in the Fiscal Year 2009-10

Capital Projects/Refurbishments Budget under C.P. No. 87080, KHHOA Room 866 Refurbishment project. The Project Schedule and Budget Summary are included in Attachment A.

The proposed project is funded with the Second District's Discretionary Fund net County cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

As required by your Board, the project cost includes one percent of design and refurbishment/construction costs to be allocated to the Civic Art Fund per your Board's Civic Art Policy adopted on December 7, 2004.

ENVIRONMENTAL DOCUMENTATION

The proposed project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Sections 15301(a),(d) and Class 1, Subsection (d) of the County of Los Angeles Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, because the project involves minor interior alterations of the building involving no or negligible expansion of an existing use, including the addition of safety devices in conjunction with existing structures.

CONTRACTING PROCESS

The proposed renovation project will be delivered utilizing a combination of the ISD in-house crafts personnel and the Board-approved JOC program under the management of ISD.

IMPACT ON CURRENT SERVICES

The recommended actions will not impact County services or current projects at this location.

The Honorable Board of Supervisors
December 1, 2009
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CONCLUSION

Please return adopted copy of this Board letter to the Chief Executive Office, Capital Projects Division.

Respectfully submitted,



for

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:SK:DJT
DKM:AV:zu

Attachment

c: Executive Officer, Board of Supervisors
Acting County Counsel
Internal Services Department

**APPROVE THE KENNETH HAHN HALL OF ADMINISTRATION
ROOM 866 REFURBISHMENT PROJECT (C.P. NO. 87080)
RELATED APPROPRIATION ADJUSTMENT
AND APPROVE PROJECT BUDGET
(SECOND DISTRICT) (3 VOTES)**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Design	N/A
Jurisdictional Approvals	N/A
Construction Kick-Off Meeting	12/09
Ordering of Long Lead Materials	12/09
Confirmation of Project Phasing	12/09
Construction Substantial Completion	08/10

II. PROJECT BUDGET SUMMARY

Project Activity	Proposed Budget
Land Acquisition	\$ -
Construction	
Low Bid construction Contract	\$ -
Job Order Contract	\$245,000
Change Orders	51,000
Departmental Crafts	264,000
Youth Employment	-
Construction Consultants	-
Misc. Expense	-
Telecomm Equip - Affixed to Building	-
Civic Arts	\$6,000
Subtotal	\$566,000
Programming/Development	\$ -
Plans and Specifications	\$ -
Consultant Services	
Site Planning	-
Hazardous Materials	-
Geotech/Soils Report and Soils Testing	-
Material Testing	-
Cost Estimating	-
Topographic Surveys	-
Construction Management	-
Construction Administration	-
Environmental	-
Move Management	-
Equipment Planning	-
Legal	-
Construction/Change Order	-
Other:	-
Subtotal	-
Miscellaneous Expenditures	-
Jurisdictional Review/Plan Check/Permit	-
County Services	
Code Compliance Inspection	-
Contract Compliance Inspection	-
Design Review	-
Design Services	-
Contract Administration	\$10,000
Project Management	\$95,000
Project Management Support Services	-
ISD Job Order Contract Management	\$20,000
DPW Job Order Contract Management	-
ISD ITS Communications	-
Project Security	-
Project Technical Support	-
Office of Affirmative Action	\$5,000
County Counsel	-
Other:	\$11,000
Sheriff Job Order Contract Management	-
Subtotal	\$141,000
TOTAL	\$707,000